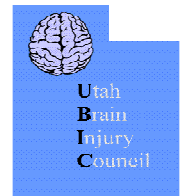




Utah Brain Injury Council
April 8, 2010
Utah Department of Health (Room 129)
Call in Number (888)235-2358 participant Code - 984073



Meeting Minutes

Attendees

Jennifer Wright – Rehab Without Walls
Stacey Cummings - USOR
Kevin Condra - UDH
Ron Roskos - BIAU
Maureen Richardson - Advocate
Steve Wrigley (phone) - DSPD

Robert Anderson – Survivor/Advocate
Brenda Anderson – Survivor/Advocate
Judith Holt - USU
Kris Fawson - USILC
Rolf Halbfell – DSPD
Nita Smith – Phoenix Serv

Excused

Adena Zahradnikova – Disability Law Ctr
Courtney Jones – Primary Childrens Rehab
Gary Blair -
Glen Larsen – Waiver Liason
Jennifer Romesser - VA
Jim Labounty - USDOC
Joan Perank – Indian Health Serv
John Lesnan -

John Ribera, PhD - USU
Joyce Dolcourt – Leg Coal for PWD
Kay Hansen -
Mike Conn – Juvenile Justice
Rick Hendy – Div of Mental Health
Rick Hunt – Parent/Advocate
Sue Dubois – Pilot Community Coord.

Review & Approval of March Minutes

Announcements

- Thank you presentation

New member reviews & voting

Update membership list

Jennifer passed out the membership list and asked everyone to confirm their information on it was correct.

New grant

a. 4/12 TBI grant news release & talking points

Jennifer stated that the talking points were created as a reference page so that all of the council members can be on the same page when talking to partners and the public. She also stated that the Implementation Partnership Grant would be the “Bible” for UBIC. It was mentioned that both the CCPD and Local Health Departments were aware of the schedule news release and had been sent copies. Judith asked if Dr. Sundwall had been notified. Kevin stated that he had.

b. Review of new website (<http://health.utah.gov/tbigrant/>)

Kevin demonstrated the new website and pointed out key points. He stated the web page news release, and talking points all have the similar information in them that comes right from the grant. He asked for any suggestions for items to be put on the web site. Some of the items noted were purpose, goals, minutes and action plan etc. He stated that one thing that the Violence and Injury Prevention Program had just completed was the Small Area Injury Report and this was now on the website as well. Judith asked if the site was ADA compliant for both the deaf and blind. Kevin had been told it was by DTS. Judith will have some one try to use assistive technology to view that site. Kevin stated that the information on the website is just a starting point and he would welcome additional suggestions.

c. In kind

Kevin passed out copies of a new form that can be used for turning in “in kind” expenses. Judith asked if the form could be changed so that more than one day at a time could be logged per sheet. Nita suggested doing it once a month. Kevin felt there would not be a problem with that. It was suggested that the form be protected with possibly a password and would an electronic signature be accepted. Kevin feels that an electronic signature should be fine. He wants the forms turned into himself. There was also some debate on how it should be saved ie adobe or excel. Kevin will modify the form into a landscape format and look into how best to save the form..

d. Reminder on By- laws & Conflict of Interest forms

The bylaws from last year will be carried over into the new grant year. Jennifer stated that she would have all the committee members sign the conflict of interest form which needs to be done yearly.

e. Update on MOU/LOA/Contracts

The question was asked what the difference was. Trisha stated that MOU’s are internal and LOA/Contracts are external which include money and timelines. She stated that the processing time for a contract is about 6 – 8 weeks. She also stated that if you cannot wait for that period of time you might want to do an in kind for the beginning of the contract.

f. CCPD meeting (April 25th, 10:00 a.m. – 12:00 p.m.) — Who attends?

Jennifer stated that they received an email thanking them for supporting the UBIC and that some council members need to attend the next meeting..

g. Update on Hiring positions ie Ombudsman, Director, & Coordinator

It was stated that because of the grant all positions would be time limited and need to be put out as soon as possible. Judith stated that she would check with Sandy Knudsen and see what other states did in similar situations. It was stated that the interviewees should come from a public open selection process. Jennifer stated that positions should have a short posting so that a person could be put into place as soon as possible. It was also stated that the job description for the Ombudsman was weak and needed to be updated. Judith mentioned that she had requested a Coordinator and Ombudsman job description from Steve.

h. Discuss Workplan

Who is responsible for each action item

Jennifer and Kevin had recently went over the workplan and discussed how the committee members could help. Time lines on all of these items will soon be added to assure accountability for each task. Most of the action items are ongoing and this should keep committees motivated and focused.

Timeline

Jennifer suggested that everyone go through the workplan and identify any passions or expertise they could lend. Committee chairs can start looking the workplan over with members as well to see how tasks best fit with their responsibilities.

Judith feels that the young children section should be the starting point. It was stated that Utah is one of the only states that works with the physicians and TBI. Some of the schools have TBI programs. Judith stated that in the future that the committee may want to start working with child care providers.

Jennifer would like for each of the committees and sub committees to continue to meet monthly for the time being.

Subcommittee Updates

a. Training and Education

Judith asked if the training groups for young children (WIC), Rehab Veterans should be separated out from the rest. She suggested assigning a chair for each group.

She stated that all the trainings had been completed in the previous grant including 2 pilots involving Aging and one with juvenile justice.

b. Sustainability & Community initiatives

Nita stated that the TBI fund was like a stepchild to the Grant. It was suggested that the members of the UBIC committee who can appropriately interface with the TBI fund to make a joint sustainability committee. One suggestion would be to dedicate a person dedicated to **fund raising to work with the fund advisory committee.**

Another suggestion for fund raising would be to utilize Facebook, or some other type of social networking. Donations to the fund are tax deductible.

Pilot Community Updates

Jennifer stated that she did not have any updates at this time. Sue will no longer be able to dedicate as much of her time to this project, she has new restrictions on her time as funding the pilot community supports is not specifically part of the new grant. The goal would be to have the groups review the workplan to identify how they can help and as such begin to take over their own management and be responsible for their own sustainability. Cache County, Brigham City, St George, Davis County will still be committees but might look a little different.

It was asked what was going to happen to the training programs that the committee has developed. Nita stated that the State Office of Education is working on how to keep these

programs going and make all the training materials available on line for anyone who wants to use them. Robert stated that in the future he would like to see a face given to TBI survivors in these trainings and advertising and would like survivors to be part of training teams.

Other

Help with Developing Public Opinion Survey

Trisha stated that a public opinion survey needs to be implemented and the committee has received some information from other states. She asked of the committee if any one had experience with creating surveys and names were given.

DSPD Thank You

Jennifer would like to a formal official thank you to the DSPD for their leadership in the last grant, she asked for suggestions.

Name Tags

Jennifer made nametags for everyone to use at the meeting and for when the committee members are working with the communities. She passed them out and asked that everyone wear them to the meetings.

Next Meeting

Utah Department of Health (Room 125)

May 13th, 3:00 pm

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